

WINTER MAINTENANCE OPERATIONS POLICY



Adopted 12-18-2018 – CC

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1. General Purpose

The purpose of a winter maintenance policy is to provide a uniform understanding of priorities and procedures used during periods of snow, ice, and other winter related conditions on public roadways, sidewalks, trails and other areas maintained by the City of Hudson, Wisconsin. *The existing ordinances for winter sidewalk maintenance and parking control remain in effect.*

Each storm has unique characteristics and factors, such as storm intensity, duration, wind, temperature, and moisture content. All affect the total amount of snow and ice accumulation, hence influencing the methodology used to combat the resulting snow and/or ice related conditions. Based upon the conditions, the City will provide snow removal services in a safe and cost-effective manner considering employee and public safety, budget, and environmental impacts.

The Hudson Public Works Department attempts to maintain safe roadways, alleys, parking lots, trails, and sidewalks for both vehicles and pedestrians. Arterial and major collector streets will generally be free from compacted snow or ice upon snowfall cessation, otherwise known as bare pavement. Conversely, residential streets and alleys will not be free of ice or snow packed pavement. Bare, dry pavement should **NOT** be expected after each storm on these roadways. If travel becomes unsafe on residential streets, city staff will chemically treat those areas to remove the hazard. Each snow event is reviewed by the Public Works Director or designee to ensure roads, sidewalks, and trails were maintained in a timely manner during the event. To further illustrate expected conditions on public roadways, refer to the following diagram.

WINTER PAVEMENT CONDITION DEFINITIONS



Bare Pavement



Bare Wheel Paths



Plowed and Treated



Plowed to Snowpack

*Final winter pavement conditions are defined by each agency based on their own service goals, budgets, and policies.

2. Mobilization of Winter Maintenance Operations

The responsibility for ordering personnel and equipment into service for winter maintenance operations rests primarily with the Public Works Director or designee. The Police Department will assist in notifications to the Public Works Department of winter maintenance needs during off hours.

The need to mobilize for snow/ice maintenance operations is determined by the actual snowfall depth greater than two inches (2") or less if combined with freezing rain and icing conditions making travel difficult.

Arterials, collectors, and school bus routes will be monitored during any winter precipitation event. An appropriate response will occur on these main roadways to maintain safe driving conditions.

Additional outside private equipment and personnel may be hired by the Public Works Director or designee as deemed necessary.

The Public Works Department or designee will be the main line of communications between operations and other City Departments.

3. Snow-Plowing Event

A snowfall in which there is snow accumulation of two (2) inches or more.

Notification

- a. The City may, but is not required, to provide the courtesy notifications of a snow-plowing event through:
 - City Notification Program
 - City of Hudson Website
 - Facebook
 - Twitter

A snow event will be in effect when declared, upon public notice, by the City Administrator or designee and will remain in effect until the street is plowed curb to curb.

4. Parking Regulations – § 235-3; Snow Plowing Event

Individuals are responsible for parking vehicles in compliance with ordinance §235-3 with or without prior notice from the City of an expected snow-plowing event (see above).

- a. *No Parking during snow-plowing event.* Except as provided below, there shall be no parking on streets during any snow-plowing event. This no-parking restriction shall remain in force until the street is plowed curb to curb.
- b. *Signs and warning markers.* The Public Works Director shall cause to be erected such signs and warning markers necessary to give notice of the parking restrictions, prohibitions and limitations of this subsection.
- c. *Exemptions.* Parking restrictions related to snow-plowing events do not apply to:
 1. Employees of Willow River School who may apply for individual exemptions from these parking restrictions to allow them to park within two blocks of Willow River School when done so in connection with their employment.
 2. Downtown metered and painted stalls

- d. *Resident Exemptions.* Individual resident vehicle exemptions may be issued in extreme hardship situations where there is no driveway and no place to park a vehicle off the street.

1. To obtain an exemption, a resident must apply to the Hudson Public Works Department. The vehicle must be registered to the resident at the address provided in the application.
2. The applicant must sign a hold-harmless and release-of-all-claims agreement, releasing the City of Hudson and its agents, officers, and employees, from all claims that may arise out of damage incurred due to parking on the street during a snow-plowing event.
3. An annual exemption sticker or placard will be provided to the resident for each qualified vehicle. The sticker or placard must be placed on the windshield or dashboard in the lower left on the driver side.
4. All exemptions are valid from September 1 through August 30 of each year. Exemption holders must apply for renewal in August of each year; an initial, nonrefundable fee will be charged, as determined by the Common Council. [Amended 10-18-2011 by Ord. No. 17-11]
5. Denied exemptions can be appealed to the Public Works Committee. [Added 10-18-2011 by Ord. No. 17-11]

5. Snow Plowing

Plowing Operations are directed by the Public Works Director or designee and commences after a snowfall greater than two inches (2") or if one of the following criteria is met;

- Drifting of snow that interferes with travel
- Icy conditions that prohibits safe travel
- Snowfall occurs during rush hour times.
 - 6:00 am - 9:00 am
 - 3:00 pm - 6:00 pm

Snow will be plowed in a manner to minimize any traffic obstructions. The center of the roadway will be plowed first with snow being pushed from left to right. The discharge shall go onto the boulevard area of the street. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

6. Plowing Priorities & Removal Procedures

The City of Hudson Public Works Committee has classified streets based on the street function, traffic volumes, and importance to the welfare of the community and have broken down the snow plowing and removal into four phases;

Phase I – High Priority

There are designated plow/salt routes that include arterial and collector roadways, signaled intersections, high traffic intersections, and hills which will be plowed first. These are high volume routes which connect major sections of the City and provide access for emergency services. Three salt trucks are dispatched when the streets are deemed hazardous to start the designated plow/salt routes by the Director of Public Works or designee. The salting process continues until the roads are deemed safe.

Phase II – End of Snowfall

Following the cessation of snow, the remaining snow removal fleet is dispatched to plow residential streets, alleys, sidewalks, trails, parking lots, and cul-de-sacs. In total, the city is divided into twelve different plow routes.

Phase III – Snow Removal

The purpose of this phase is to remove the snow from the downtown business district, the Willow River School, and Highway 35 underpass. Two road graders and a single axel dump truck pull the snow from the sidewalks and gutter to the center of the road where a front-end loader blows the snow into dumps trucks and hauled off site. The graders may begin any time after 1 a.m. while the snow blower starts after 2 a.m. This phase typically takes from six to eight hours however, snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel availability, and remaining budget.

Phase IV – Snow Removal cont'd

The final phase includes hauling the snow from City parking lots, cul-de-sacs, dead end roads, intersections, and other areas where accumulated snow piles have created hazardous conditions. Two or more days are needed for this phase.

7. Plowing of Private Property

There will be no plowing of private driveways or roads by City personnel. Snow and ice will be deposited in private driveways/roads during snow plowing operations and will **not** be removed by the City (including areas around mailboxes or fire hydrants in the right of way).

8. De-Icing Operations

De-icing is completed in conjunction with plowing operations and consists of spreading sodium chloride (rock salt) blended with either salt brine, magnesium chloride, calcium chloride, or agricultural by-products on surfaces with accumulated and compacted snow and ice. All salt spreaders are equipped with pre-wet systems that spray brine onto the salt at the spinner. Wetting the dry salt with brine activates the melting process sooner and reduces the tendency of salt to "bounce" off the roadway. De-icing chemicals are stored under cover and truck loading is completed on an impervious surface to allow any spilled product to be easily recovered and placed in the haul unit or returned to the storage building. The amount of and type of deicing chemicals used are based on current and forecasted weather conditions, rising or falling temperatures, wind, intensity and form of precipitation. The Public Works Director or designee will have discretion as to what materials are used, the amount of materials used and when they are applied.

In times of extremely low temperatures, a sand/salt mixture may be used to improve traction on packed snow or ice and should be applied only in areas of high traffic movement or unsafe areas as determined by the Director of Public Works or designee. A sand/salt mix will only be used when pavement temperatures inhibit the melting action of other available products or conditions are extremely icy.

The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason. Furthermore, city staff will calibrate the de-icing trucks at the beginning of each winter season to conserve on salt usage.

9. Snow Storage

The City of Hudson utilizes Grandview Park as the main off-site snow storage area. During seasons of

heavy snow, City staff will use Prospect Park to store snow hauled from cul-de-sacs and other areas where cleaner snow exists.

Each spring once snow melt has taken place, the snow storage areas are cleaned of all garbage remaining from the previous years' snow.

10. Cessation of Plowing/Hauling

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment. Factors that may delay snow and ice control operations include severe cold, reduced visibility, and rapid accumulations of snow and/or ice. The Public Works Director or designee determine if plowing operations have become unsafe and warrants removal of equipment from the roadways.

11. Emergency Requests for Winter Maintenance

Emergency calls for services may be received when conditions such as power outages, downed power lines, water main breaks, or when police, fire or EMS services are required.

The St. Croix Emergency Center has a City contact list when situations arise, and callouts are necessary.

12. Damage Complaints

Due to the nature of snow plowing and snow removal, work accidents may occur to private property. All accidents should be reported immediately and thoroughly investigated. While this may be difficult to do in the middle of a storm, it is important to gather the precipitating information and facts accurately. Some common damages are as follows:

A. Mailboxes

The City will typically plow within the confines of curb lines of a street, however there are times a mailbox is struck. If a mailbox is physically struck by equipment, the City will fix the problem with no cost directed to the affected property owner. However, if the mailbox was improperly installed or was only hit by the snow coming off the plow, the owner will be responsible for said replacement. (Note that the clearance height suggested by the USPS is 41-45 inches and set back 6-8 inches from the front of the curb. The mailbox should be constructed and installed to withstand snow cleaning efforts by the City.

B. Fences/Misc.

Fences or other improvements within the right of way must be structurally installed to withstand the weight of snow rolling off the blade. Repairs to poorly installed or maintained items that fail due to snow load are the responsibility of the property owner. The Public Works Director or designee will have the authority to determine City responsibility for damage.

C. Lawn Damage

Lawn damage occurs when the plow blade rides over the curb and tears the lawn adjacent to the curb. This occurs more often in early or late season snowstorms when there is little or no frost in the ground. Operators note areas of damage and report the damage to their supervisor. A list of properties where damage occurs is created for spring repairs to be completed. Staff will apply pulverized dirt and seed to those areas damaged by a City plow. The home owner will be responsible for watering the repaired area.

D. Vehicular Damage

Should a City vehicle be involved in a property damage accident with another vehicle, the appropriate officials are notified. It is important to report all accidents regardless of how minor they may be. The Public Works Director or designee should be consulted whether it is necessary for the equipment to return to the garage immediately for inspection or at the end of the operation.

E. Curb Damage

Curb damage is investigated on a complaint basis. If the damage was done by the City plow, the repairs will be done by the City. The repairs shall be done as soon as possible during the Summer construction season. When damage is done by a private party or contractor, the Police Department investigates the incident with costs for repairs/replacement sent to the responsible party upon completion of the repair.

**Complaints and/or inquiries pertaining to snow or ice removal should be forwarded to the Public Works office at (715)-386-4767. The Public Works Director or designee will notify the proper personnel for action, if necessary.*

13. Sidewalk Maintenance – § 212-9; Snow and Ice Removal: Appendix C

A. Sidewalks to be Kept Clear.

The owner or occupant of any lot or parcel shall, within 24 hours after cessation of each continuous period of snowfall, remove all snow and ice which may have fallen or accumulated upon the sidewalk(s) and adjacent pedestrian ramps abutting such lot or parcel, provided that when ice or packed snow has so formed that it cannot be removed, the owner or occupant shall keep the same sprinkled with a nonskid material which will prevent the sidewalk from being dangerous to pedestrians. [Amended 3-16-2009 by Ord. No. 4-09; 1-25-2016 by Ord. No. 2-16].

1. If the owner or occupant fails to comply with this subsection, the City shall cause the snow or ice to be removed or sprinkled as required in this subsection, the cost thereof to be charged to the owner of the property, who will be billed for such services within 30 calendar days. The owner of the property shall pay all charges so billed within 30 calendar days of the date of the invoice.

2. Failure to compensate the City within 30 calendar days of the date of the invoice will result in a penalty of 12% per annum being added to the cost of the services billed. Failure to pay the City for the services billed will result in the costs being assessed against the property as a special tax, and all costs delinquent from the previous winter will be entered upon the tax roll each December 1.

B. Deposits of snow restricted.

Excepting the clearing of snow from sidewalks or entries located upon a public right-of-way, no person shall cause snow to be deposited on boulevards, sidewalks, streets or avenues or any other City-owned property without permission therefor from the City. Payment of a fee sufficient to reimburse the City for the cost of removing any snow so deposited without permission may be required.

C. Depositing of snow on private property.

All snow from private property (driveways or parking lots) shall be either deposited on the originating owner's property or hauled away by the owner or his agent. Property owners shall not place their snow on other property without permission from the owner of the other property.

14. Miscellaneous homeowner responsibilities

- a. *Mailboxes.* During frequent periods of heavy snowfall, storage areas for snow on the right-of-way become limited and there may be times when City plows cannot physically place the snow onto the adjacent City right-of-way. The adjacent resident will be responsible for clearing snow around their mailbox to assure delivery of the mail.
- b. *Fire Hydrants.* Property owners with a fire hydrant adjacent to their property are encouraged to help keep snow removed from the immediate area for access.

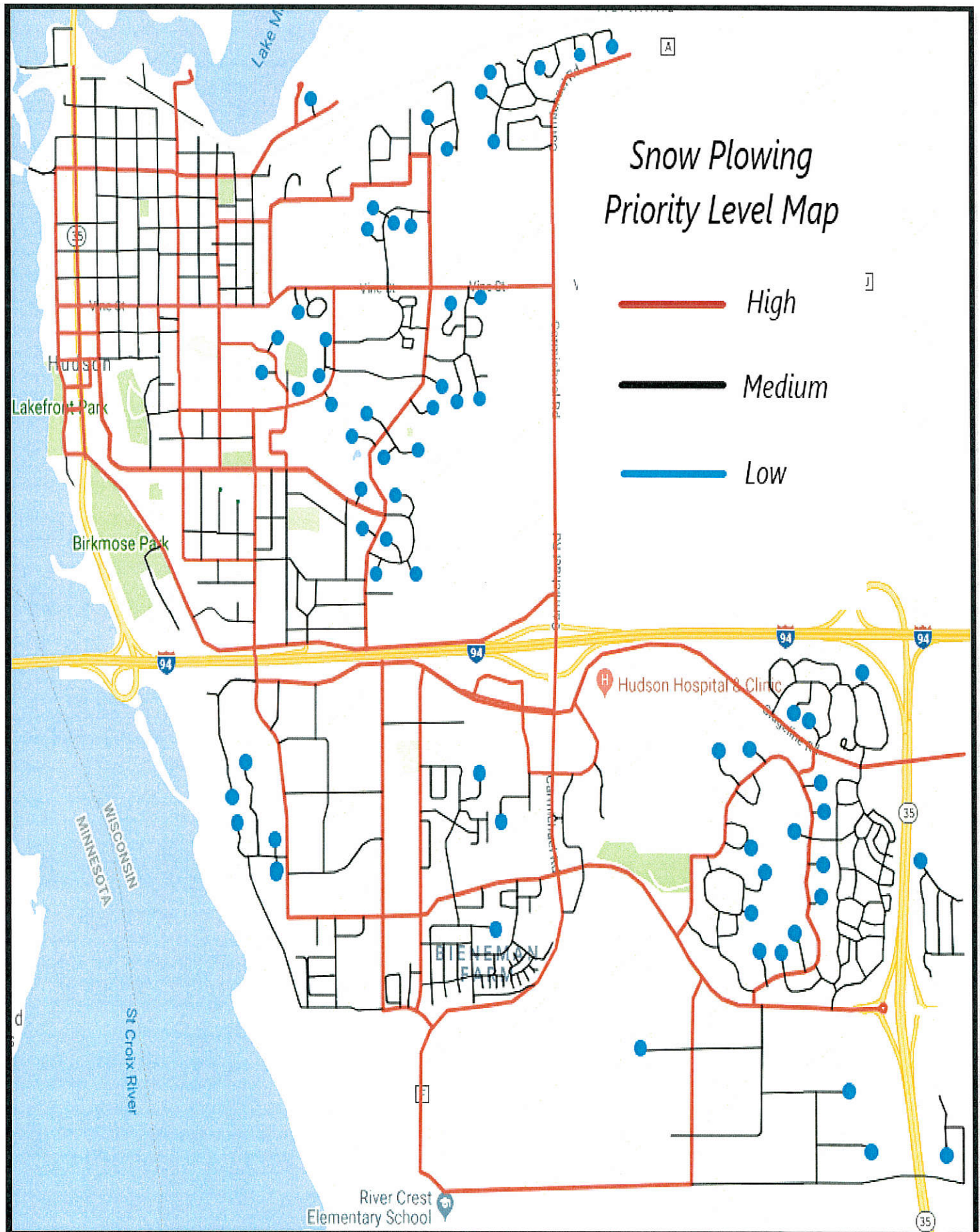
15. Personnel Available for Winter Maintenance Operation

Ninety percent (90%) of Public Works employees should be kept available from November 1 to April 1 to assist in winter maintenance operations. Other City department staff are assigned routes to assist with snow removal efforts. For safety of employees and the traveling public, City employees should not be assigned shifts longer than twelve (12) hours in any twenty-four-hour period. Operators will take fifteen-minute break every two hours with a half-hour meal break after approximately four hours. Service levels on residential streets will be reduced in the event a storm requires around-the-clock staffing. Overtime during snow/ice operations is assigned by the Public Works Director or designee and determined by the severity and duration of a storm.

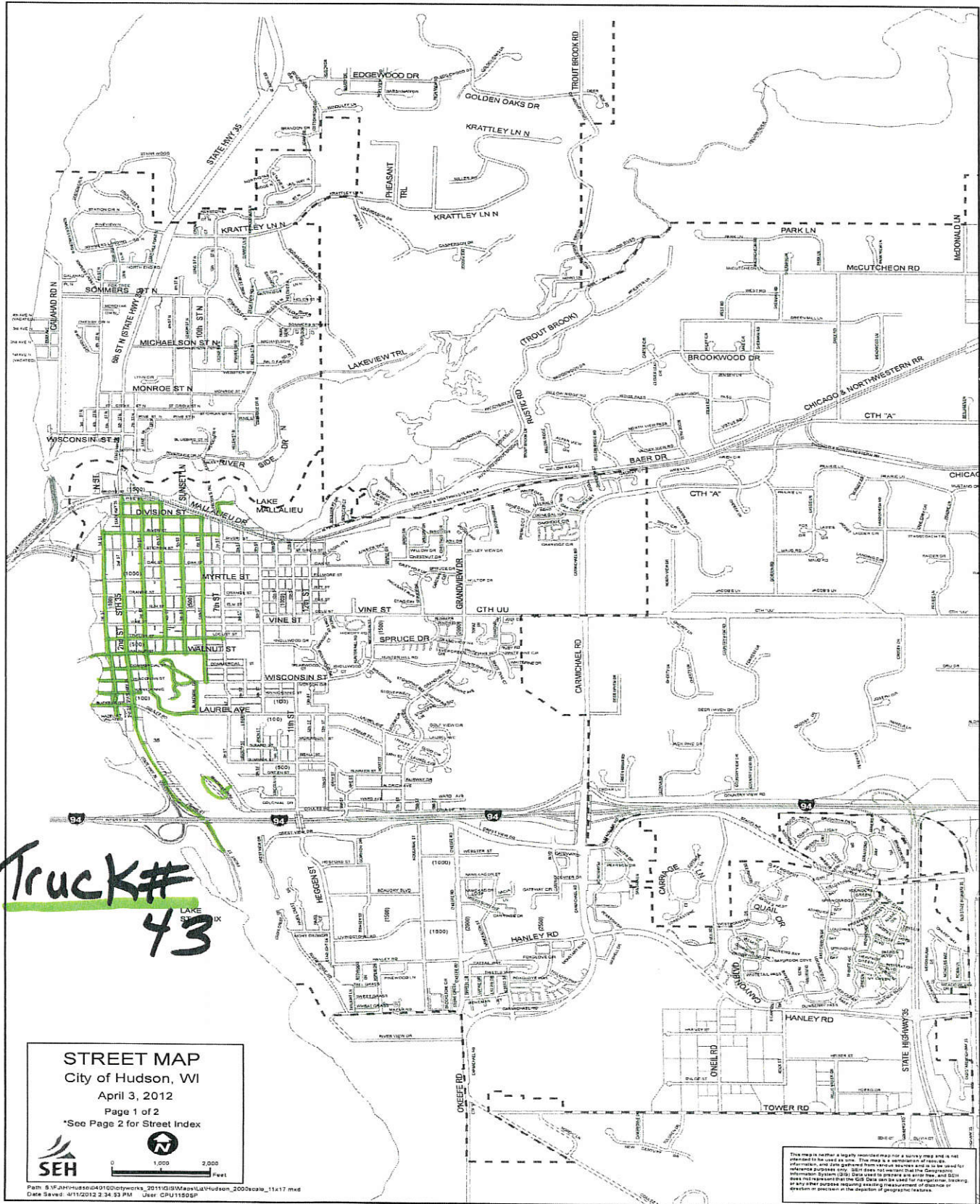
16. Training of Personnel

Newly hired employees are trained on proper equipment usage. Plow routes and chemical application are reviewed prior to a new employee being assigned to respond to a snow storm event. Annual reviews are conducted with all employees prior to the next snow season.

Appendix A



Appendix B



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STREET MAP

City of Hudson, WI

April 3, 2012

Page 1 of 2

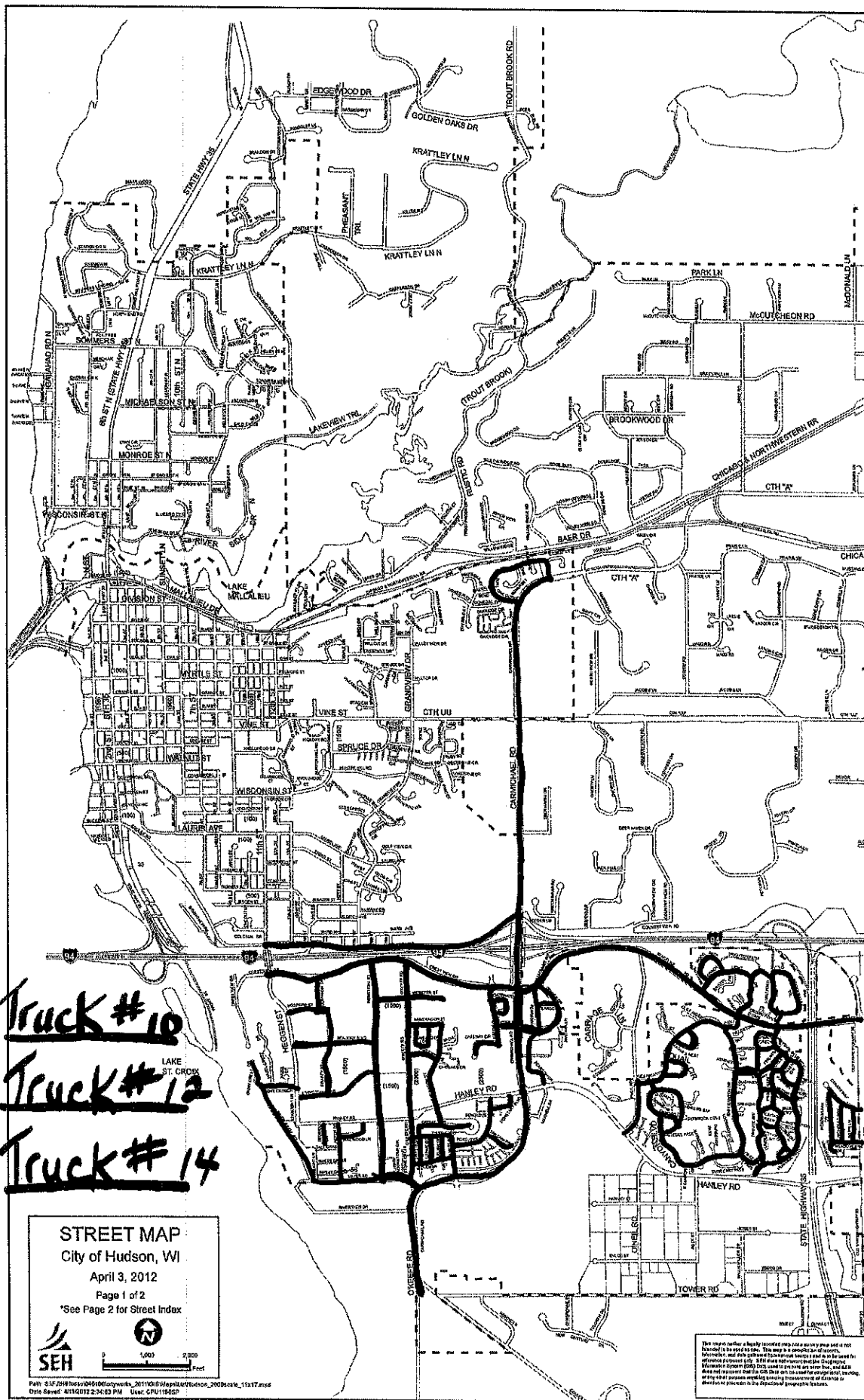
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STREET MAP

City of Hudson, WI

April 3, 2012

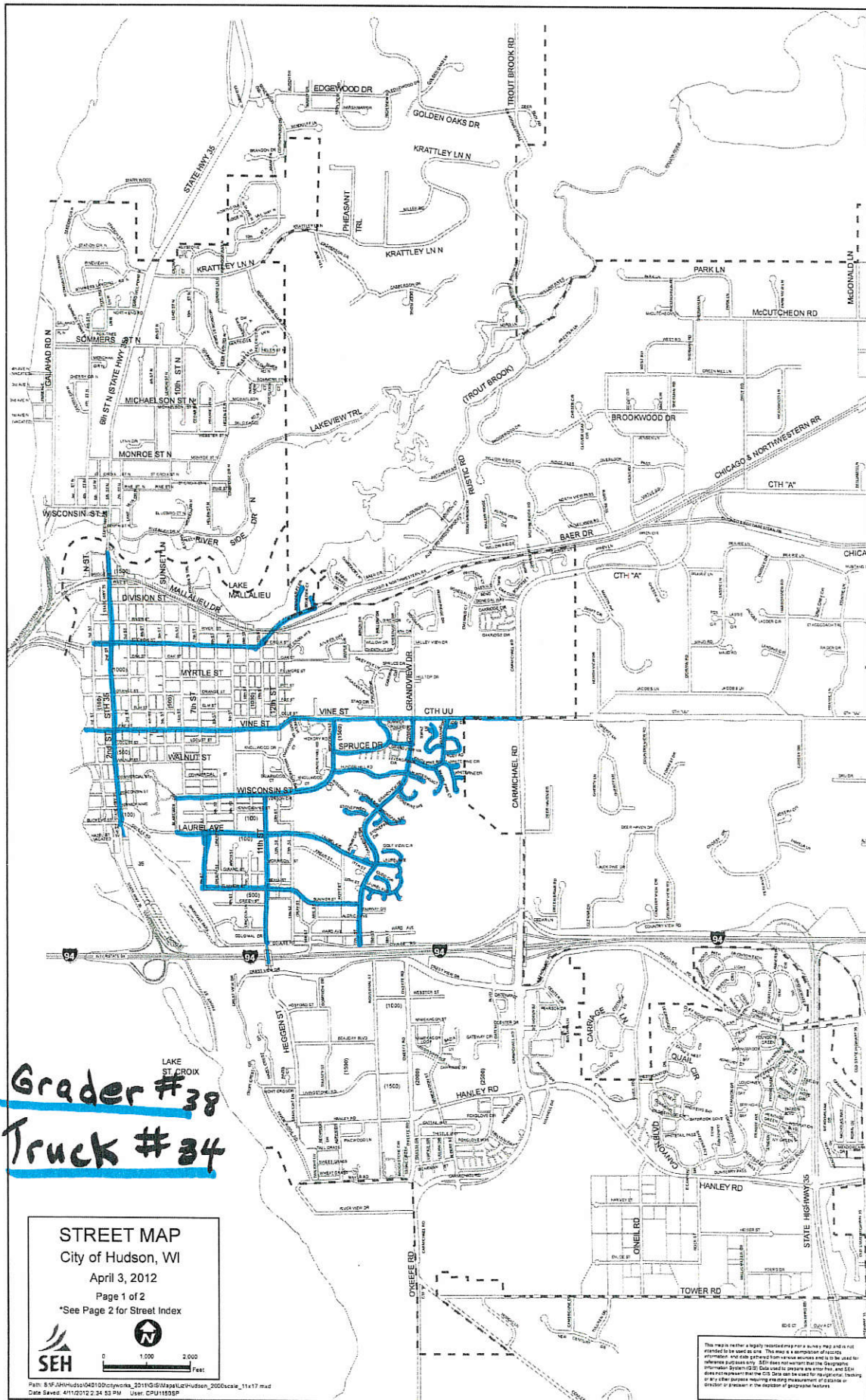
Page 1 of 2

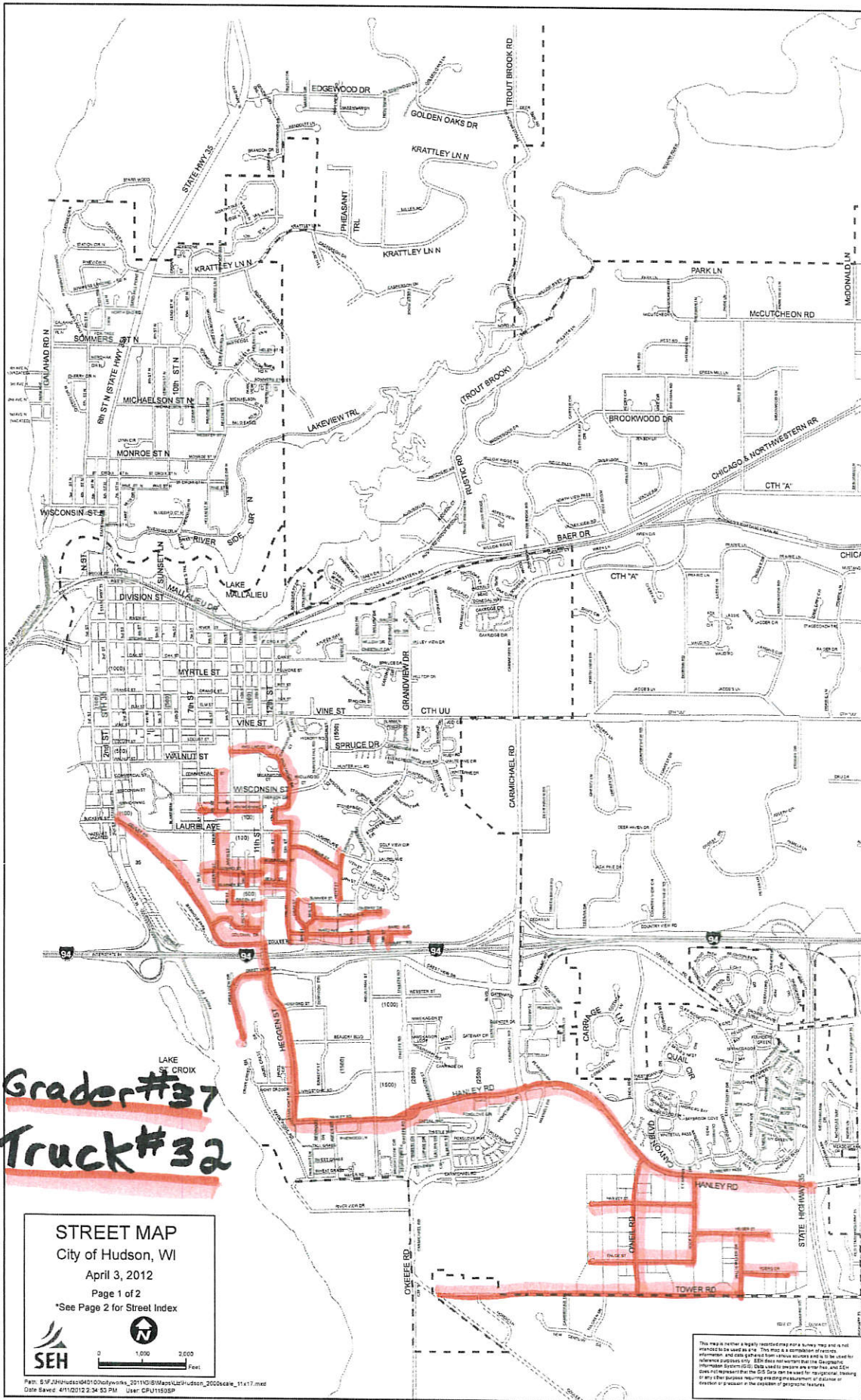
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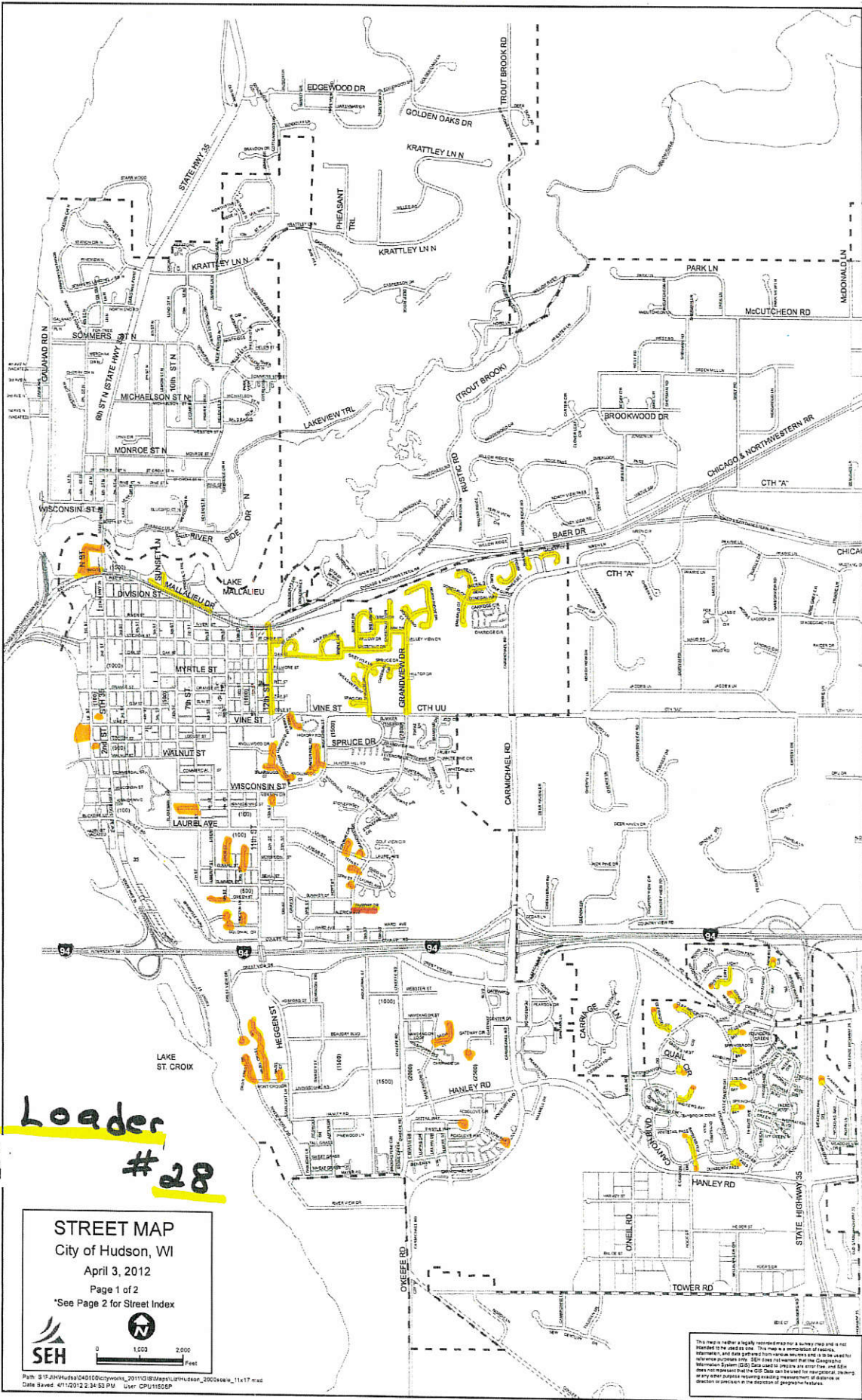
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STREET MAP
City of Hudson, WI
April 3, 2012
Page 1 of 2
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STREET MAP

City of Hudson, WI

April 3, 2012

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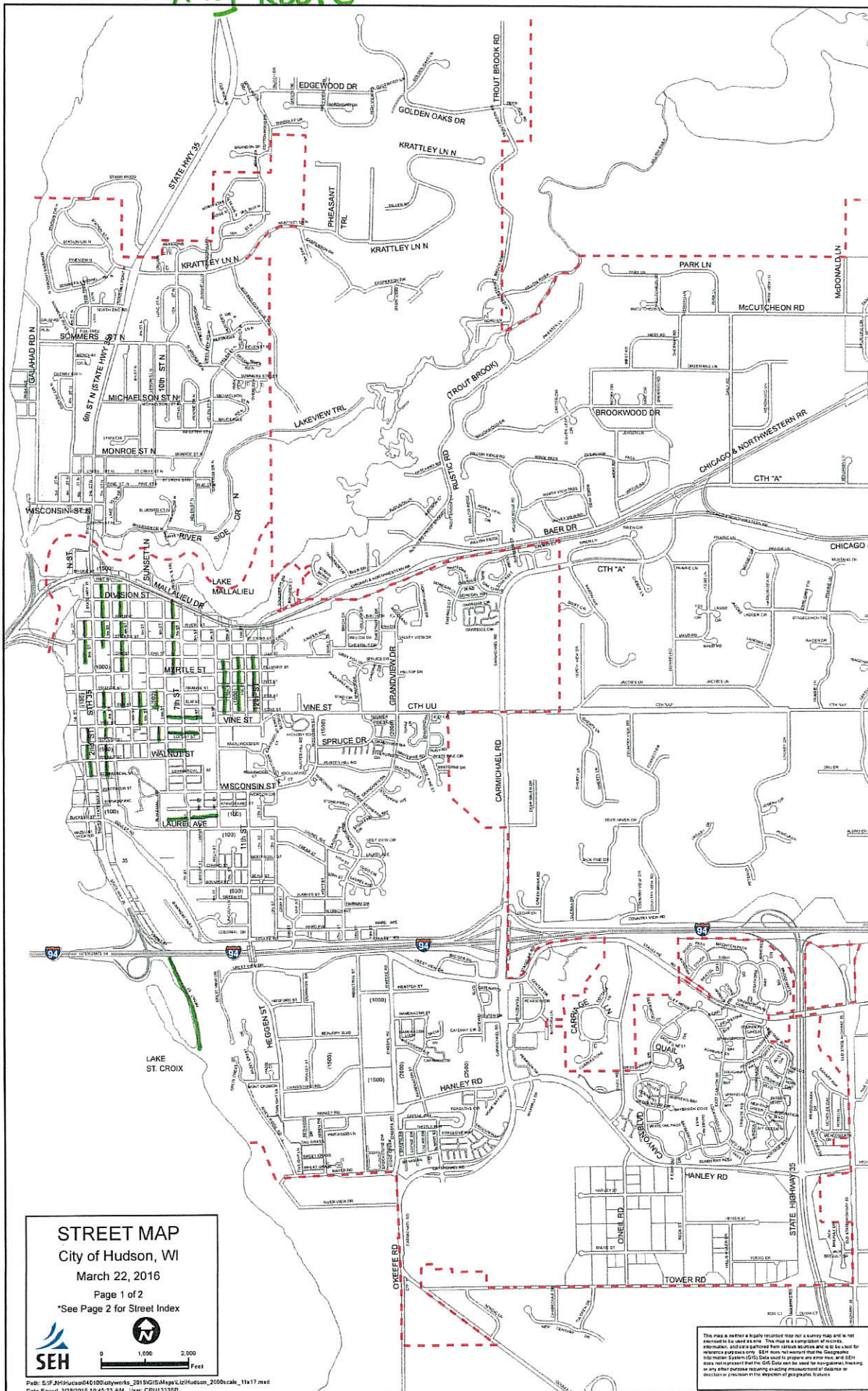
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Alley Route



CITY OWNED PARKING LOTS DOWNTOWN HUDSON



LEGEND:

1-POLICE DEPT-101 VINE ST
LIBRARY – 700 1ST STREET

2-BATHHOUSE LOT-VINE/1ST ST

3-NORTH LOT-2ND ST/VINE ST

4-PHIPPS LOT-1ST ST/LOCUST ST

5-CITY HALL LOT-505 3RD ST

6-HARBOR LOT-2ND ST (EAST-WEST
BETWEEN COMMERCIAL & WALNUT)

7-WILLIAMS LOT-PUBLIC SAFETY
BLDG BETWEEN COMMERCIAL &
WALNUT

SIDEWALK/WALKING PATH

SKIDDER - SNOW REMOVAL LOG

[illegible]

*Please list additional areas cleared in the open spaces available

SIDEWALK/WALKING PATH

TOOL CAT - SNOW REMOVAL LOG

[illegible]

*Please list additional areas cleared in the open spaces available

SIDEWALK/WALKING PATH

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*Please list additional areas cleared in the open spaces available

CITY HALL SHOVELING

LOCATION	DESCRIPTION	SNOW REMOVAL (X)	ICE REMOVAL (X)	SALT (X)	DATE	TIME	INITIAL
City Hall Lot	Includes 3rd St sidewalk, meters, & steps						
City Hall	Sidewalks to building, handicap parking spaces, & EMS driveway						

LOCATION	DESCRIPTION	SNOW REMOVAL (X)	ICE REMOVAL (X)	SALT (X)	DATE	TIME	INITIAL
City Hall Lot	Includes 3rd St sidewalk, meters, & steps						
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505 Third Street
Hudson, Wisconsin 54016-1694
FAX: (715)386-3385
www.ci.hudson.wi.us

Appendix C

City of Hudson Sidewalk Snow Removal Standard Operations Procedure (SOP)

Background

Per City of Hudson Ordinance §212-9, the owner/occupant shall remove all snow from sidewalks 24 hours after cessation of a snowfall or the City will remove the snow and ice, and the cost will be billed to the property owner (per current City Fee Schedule). Failure to pay for said services, upon billing, will result in the costs being special assessed against the property and placed on the annual tax roll.

Procedures

First Violation- If a violation of Code 212-9 is found to exist, staff will take a photo, hang an accompanying snow violation door hanger, record the address, date, and time. A receipt of the violation will be kept on file at the Public Works office. Following twenty-four hours, staff will re-inspect property and remove snow if the property owner has not complied and bill the property owner at a rate of \$66.56/hr. per the average full-time employee wage and 2018 Wisconsin DOT Toolcat hourly rate. A photo will be taken prior to removal.

Subsequent Violation- Following an initial warning via the door hanger, any subsequent time the property is found to be in violation of the City Code, staff will take a photo, remove the snow, complete and return a work order receipt with accompanying photo to the Public Works office which will be billed to the property owner at a rate of \$66.56/hr. per the average full-time employee wage and 2018 Wisconsin DOT Toolcat hourly rate.

The minimum rate to remove sidewalk snow is \$66.56.

***The resident will receive only one warning for the entire winter season.**

The Public Work Department will keep a file of all non-compliance properties that have received the initial warning.